

## **APPENDIX N**

### **TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (TCMD)/SHIPPING INSTRUCTIONS (SI) EFFECTIVENESS REPORTING SYSTEM**

#### **A. PURPOSE**

This appendix describes the TCMD/SI effectiveness reporting system. The uses, formats, and general description of the TCMD/SI are contained in Chapter 203, Paragraph B.18. Appendix M details the actual procedures for preparing a DD Form 1384, Transportation Control and Movement Document (Figure 203-3). The reporting system outlined in this appendix is designed to provide the shippers (and their Service or Agency Headquarters [HQ]) with the feedback necessary to ensure TCMD/SIs are submitted correctly and on time. The reporting system also provides a means to highlight problems within the clearance process.

#### **B. RESPONSIBILITIES FOR THE SURFACE REPORTING PROGRAM**

1. The Military Surface Deployment and Distribution Command (SDDC) Operations Center:
  - a. Prepares the reports detailing TCMD/SI discrepancies.
  - b. Distributes the reports to the shippers and the shipping Service and Agency HQ Defense Transportation Regulation (DTR) focal points.
  - c. Reviews and analyzes the reports to determine possible trends or patterns of discrepancies.
  - d. Initiates specific communication with shippers to assist in identifying discrepancy causes and corrective actions. This assistance is directed first to the shippers with low effectiveness rates (below 95 percent) or a significant number of repetitive discrepancies in any error category.
  - e. Takes action to correct any report preparation errors.
  - f. Selects and recognizes outstanding shippers for consistently exceeding the TCMD/SI standards.
2. The shipping activities:
  - a. Reviews and analyzes the report received from the SDDC Operations Center to identify the cause of TCMD/SI deficiencies and take corrective actions.
  - b. Notifies the SDDC Operations Center when the analysis reveals the reports erroneously attribute a significant number of errors to the shipper. This notification is essential for the SDDC Operations Center to determine and correct the actual cause of documentation deficiencies.
  - c. Reports to their respective Service or Agency HQ any circumstances which are beyond the control of the shipper and which preclude timely submission of accurate TCMDs/SIs.

3. The Service and Agency HQ:
  - a. Reviews the monthly summary reports received from the SDDC Operations Center and initiates action with shipping activities that demonstrate poor performance on a continuing basis.
  - b. Notifies the Department of Defense (DOD) DTR Administrator when operating conditions or other circumstances beyond Service or Agency HQ control preclude specific shipping activities from meeting DTR standards for TCMD/SI submission.
4. The DOD DTR Administrator:
  - a. Takes necessary action with Service and Agency HQ to correct system deficiencies and conducts on-site research into repetitive problems.
  - b. Ensures distribution of monthly summary reports to Service and Agency HQ (DTR focal points) and major shippers via the SDDC Operations Center.

#### **C. SURFACE REPORTS GENERATED BY THE TCMD/SI EFFECTIVENESS REPORTING SYSTEM**

1. The monthly SDDC Operations Center shipper effectiveness summary consists of a statistical summary for each shipping activity that has 10 or more shipments received at a Seaport of Embarkation (SPOE) during the report month. It is prepared and forwarded via electronic mail by the SDDC Operations Center to selected shippers.
  - a. The report includes a calculated summary of the timeliness of TCMD/SI submission as well as the accuracy of those TCMDs/SIs actually submitted. Also included is a numerical summary of the errors noted on the TCMDs/SIs, with separate columns for Breakbulk TCMDs/SIs, Container TCMDs/SIs, and a composite of all TCMDs/SIs.
  - b. The error codes are identified on this report by both error code and a brief description. The error codes are explained in greater detail in Table N-1.
  - c. Reports to activities meeting or exceeding the standard of 95 percent timeliness and accuracy will contain a statement recognizing their good performance.
  - d. Figure N-1 is an example of the report. Figure N-2 is an example of the report that may be sent to shippers meeting or exceeding the standards.
2. The SDDC Operations Center will post monthly trend analysis and detailed summary reports to the SDDC Operations Center Intranet Home Page.

#### **D. CONUS AIR REPORTS AND REPORTING PROCEDURES**

1. HQ Air Mobility Command (AMC), Cargo Operations Branch (A43):
  - a. Prepares a monthly summary of non-advanced ATCMDs, generally referred to as the No-Hit Report.
  - b. Provides the report to the Service HQs and the Defense Logistics Agency (DLA).

2. Service HQs and DLA:

- a. Reviews the monthly ATCMD summary and detail data elements received from HQ AMC/A43.
- b. Coordinates or initiates corrective actions with shipping activities under their control that demonstrate poor performance.

**E. DATA DESCRIPTION FOR THE AIR MOVEMENT NO-HIT REPORT**

1. The No-Hit Report contains raw data (PowerPoint and Excel formats) summarizing the Service and DLA shipments that were received at the Aerial Port of Embarkation without an ATCMD. Information includes the aerial port of occurrence, hits/no-hits by consignor, total shipments and percentages.
2. The No-Hit Report is posted each month on the HQ AMC/A43 web page. The web link is available at <https://amclg.scott.af.mil/cgi-bin/index.pl?dd=/don/lgtc/no-hit&ti=HQ+AMC/LGTC+Cargo+Management>.

## EXAMPLE OF MONTHLY SDDC SHIPPER EFFECTIVENESS REPORT

MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND OPERATIONS CENTER  
BUILDING 661 SHEPPARD PLACE, FORT EUSTIS, VA 23602

### TCMD/SI EFFECTIVENESS REPORTING SYSTEM

TCMDs/SIs

Submitted to Military Surface Deployment and Distribution Command Operations Center  
August 2004

W62P4E

MR. JOHN DOE, TRANSPORTATION OFFICER  
834<sup>TH</sup> TRANSPORTATION BATTALION  
1807 PEARL STREET  
Bldg. 1A-18C  
CONCORD, CA 94520-5014

Your activity made the following errors on Advance Transportation Control and Movement Documents/Shipping Instructions (ATCMDs/SIs) during the above stated reporting month. Recommend you take necessary action to prevent documentation errors. TCMD/SI errors reduce the effectiveness of intransit visibility, result in shipments not reaching their destination, and cause a financial loss to the Department of Defense. Acceptable standard is at or above 95 percent for both timeliness and accuracy. It costs SDDC \$30.00 to prepare a TCMD/SI when the ATCMD/SI is not received from the consignor. This month, 10 missing ATCMDs/SIs from your activity resulted in SDDC having to prepare TCMDs/SIs with contract labor, at a cost of \$300.00.

#### TIMELINESS OF MANDATORY ATCMD/SI DATA

SHIPPER FURNISHED * ATCMDs/SIs	SDDC OPS PREPARED TCMDs/SIs	TOTAL NUMBER TCMDs/SIs	SHIPPER FURNISHED PERCENT ON TIME
1013	10	1023	99

#### ACCURACY OF ALL SHIPPER ATCMD/SIS

SHIPPER** ATCMDs/SIs	ATCMDs/SIs WITH ERRORS	PERCENT OF ACCURATE ATCMDs/SIs
1213	532	44

<u>CODE</u>	<u>ERROR</u>	<u>BREAK BULK</u>	<u>CONTAINER</u>	<u>TOTAL ERRORS</u>
01	MISSING TCMD/SI		10	10
03	INVALID 5 TRLR		49	49
06	INVALID 8 TRLR		1	1
**08	INVALID TAC	33		33
13	INCOMPATIBLE STOP OFFS	4	354	358
14	INCOMPATIBLE COMMODITY CODE		64	64
15	INCOMPATIBLE CONSIGNEE DODAAC		64	64
16	INCOMPATIBLE VAN SIZE	1	1	2
17	INCOMPATIBLE CONTRACT TERMS	5		5
18	INCOMPATIBLE PORT CODE		64	64
19	TCMD/SI W/O IN THE CLEAR DESCRIPTION		18	18

Detailed explanation of error codes can be found in Table N-1.

Inquiries concerning this report may be addressed to the SDDC Operations Center, Mr. Henry Brooks Jr., DSN 826 8058 or commercial 757 878-8058.

Inquiries concerning the above data may be addressed to the SDDC Operations Center, Ms Angela Wolfe, DSN 826-8043, Commercial 757 878-8043 or Ms Belinda Pretlow, DSN 826-8557, Commercial 757 878-8557

\*This total is for Container and Breakbulk prime records only.

\*\*This total is a composite of Container primes, Container Content primes and Breakbulk prime records.

**Figure N-1. Example of Monthly SDDC Shipper Effectiveness Report**

**EXAMPLE OF THE MONTHLY SDDC SHIPPER EFFECTIVENESS SUMMARY  
SENT TO SHIPPERS MEETING OR EXCEEDING THE STANDARDS**

MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND OPERATIONS CENTER  
BUILDING 661 SHEPPARD PLACE, FORT EUSTIS, VA 23602

**TCMD/SI EFFECTIVENESS REPORTING SYSTEM**

TCMDs/SIs

Submitted to Military Surface Deployment and Distribution Command Operations Center

August 2004

W62P4E

MR. JOHN DOE, TRANSPORTATION OFFICER

834<sup>TH</sup> TRANSPORTATION BATTALION

1807 PEARL STREET

Bldg. IA-18C

CONCORD, CA 94520-5014

Request you review the following report of types of errors made by your activity and take the necessary steps to eliminate documentation errors. TCMD/SI errors reduce the effectiveness of in transit visibility, result in shipments not reaching their destination, and cause a financial loss to the Department of Defense.

TIMELINESS OF MANDATORY ATCMD/SI DATA

SHIPPER FURNISHED *	TERMINAL PREPARED	TOTAL NUMBER
ATCMD/SIs	TCMD/SIs	TCMD/SIs
1013	10	1023

SHIPPER FURNISHED PERCENT ON TIME
99

SHIPPER** ATCMD/SIs
1112

ACCURACY OF ALL SHIPPER ATCMD/SIS

ATCMD/SIs WITH ERRORS
12

PERCENT OF ACCURATE ATCMD/SIs
99

**CONGRATULATIONS,  
YOUR ACTIVITY'S PERFORMANCE  
FOR THIS MONTH HAS MET OR EXCEEDED THE STANDARD OF  
NINETY-FIVE PERCENT TIMELINESS AND  
ACCURACY**

<u>CODE</u>	<u>ERROR</u>	<u>BREAK BULK</u>	<u>CONTAINER</u>	<u>COMPOSITE</u>
***02	INVALID TCN		2	2
**08	INVALID TAC	5	5	10

Detailed explanation of error codes can be found in Table N-1.

Inquiries concerning this report may be addressed to the SDDC Operations Center, Mr. Henry Brooks Jr., DSN 826 8058 or commercial 757 878-8058.

Inquiries concerning the above data may be addressed to the SDDC Operations Center, Ms Angela Wolfe, DSN 826-8043, Commercial 757 878-8043 or Ms Belinda Pretlow, DSN 826-8557, Commercial 757 878-8557

\*This total is for Container and Breakbulk prime records only.

\*\*This total is a composite of Container primes, Container Content primes and Breakbulk prime records.

**Figure N-2. Example of the Monthly SDDC Shipper Effectiveness Summary Sent to  
Shippers Meeting or Exceeding the Standards**

**Table N-1. Error Codes for TCMD/SI Effectiveness Reports**

Code	Abbreviation	Explanation
01	MISSING TCMD/SI	Shipper prepared TCMD/SI not in the SDDC database 48 hours before sail date.
02	INV TCN	TCMD/SI submitted with Transportation Control Number containing invalid characters.
03	5 TRLR RQD	TCMD/SI submitted without required trailer entry for outsized dimensions (DI T_5).
04	6 TRLR RQD	TCMD/SI (DI TE_, TJ_) submitted without required trailer entry for round count International Maritime Organization (IMO) classification (DI T_6).
05	7 TRLR RQD	TCMD/SI (DI TE_) submitted without required trailer entry for lot number (DI TE7).
06	8 TRLR RQD	TCMD/SI (DI TF_, TH_, TP_) submitted without trailer entry for ownership (DI T_8).
07	9 TRLR RQD	TCMD/SI submitted without required trailer entry for miscellaneous information (DI T_9).
08	INV TAC	TCMD/SI submitted with invalid or inappropriate Transportation Account Code (TAC) (rp 64-67) IAW TAC edit criteria prescribed by Services and Agencies.
09	INV PCS	TCMD/SI submitted with piece field (rp 68-71) value other than as prescribed by the DTR.
10	INV WT	TCMD/SI submitted with weight field (rp 72-76) value other than as prescribed by the DTR.
11	INV CUBE	TCMD/SI submitted with cube field (rp 77-80) value other than as prescribed by the DTR.
12	INV 6 TRLR	Round count and IMO classification trailer entry (DI T_6) submitted with one or more required fields containing blanks or invalid characters.
13	INCOMPATIBLE STOP OFFs	TCMD/SI submitted with booked and TCMD/SI stop offs mismatch.
14	INCOMPATIBLE COMMODITY CODE	TCMD/SI submitted with commodity code and van type mismatch.
15	INCOMPATIBLE CONSIGNEE DODAAC	TCMD/SI submitted with booked and TCMD/SI consignee DODAAC mismatch.
16	INCOMPATIBLE VAN SIZE	TCMD/SI submitted with booked and TCMD/SI van size mismatch.
17	INCOMPATIBLE CONTRACT TERMS	TCMD/SI submitted with booked and TCMD/SI contract terms mismatch.
18	INCOMPATIBLE PORT CODES	TCMD/SI submitted with booked and TCMD/SI POE/POD code mismatch.
19	TCMD W/O IN CLEAR DESCRIPTION	TCMD/SI submitted without an in the clear description of van contents. Shippers must not document cargo using: Not Otherwise Specified “NOS”, Said To Contain “STC”, Freight All Kinds “FAK”, Consolidated Cargo, General Merchandise, or No Description “Blank”. SDDC Operations Center will issue a “Do Not Lift” message on all cargo documented using the terminology explained above or other similarly vague descriptions. (See Chapter 203, Paragraph B.18.h.(2)(b)3.)
20	RESERVED	
21	RESERVED	
22	RESERVED	
23	RESERVED	
24	RESERVED	